



# REMOTE WORK POLICY

*The Illinois Tollway's Flexible Work Location Arrangements*

June 2023

# PURPOSE AND SCOPE

**The Remote Work Policy sets forth eligibility for, and the terms and conditions of, formal, ongoing remote work arrangements applicable to Tollway employees working in positions that may be effectively, efficiently and safely performed remotely.**

- Recognizes the benefits of flexible work location arrangements
- Formalizes the cornerstone of our successful remote work model

# POLICY HIGHLIGHTS

- Remote Work Arrangements and eligibility depend on the specific duties of each position
- No position is fully remote
- Supervisor and Employee will complete a “Remote Work Agreement”
- Chiefs review all Remote Work Agreements for approval
- Administration Department will have final approval
- Employees can be called in to their Tollway worksite at any time
- No employee is required to work remote

# POLICY GOALS

- Maintain employee productivity and job satisfaction
- Attract and retain skilled talent
- Build clear, concise and timely team communication
- Ensure and support team building, mentoring and in-person interaction
- Foster employee motivation and work-life balance



**THANK YOU**